



# NEW WESTMINSTER

## CONFIDENTIAL FILE TRANSFER TERMS AND CONDITIONS:

\_\_\_\_\_ (Name of Respondent) has requested that the City of New Westminster, (the City) provide confidential files for the Respondent's use in preparing a submission for \_\_\_\_\_. Such files will be provided, subject to the Respondent's acceptance of the terms and conditions below.

Any electronic media transferred to the Respondent shall remain the property of the City, and are subject to copyright. The files are to be used solely to facilitate preparing a submission for \_\_\_\_\_ and are not to be copied or reused for other projects.

These files are provided for the convenience of the receiving party and others providing services to the receiving party.

The attached files may be considered sensitive information and should be transmitted only to those with a specific use in support of the above noted project. The Respondent and all subsequent users agree to limit file distribution accordingly, and to provide a copy of these Confidential File Transfer Terms and Conditions to any subsequent users.

I CERTIFY THAT I HAVE READ AND ACCEPT THE ABOVE TERMS AND CONDITIONS

Respondent Company  
Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_